

FINANCE BUDGET ANALYST

DEPARTMENT OF FINANCE IS LOOKING FOR PERSONS WHO ARE INTERESTED IN THE POSITION OF FINANCE BUDGET ANALYST (VARIOUS LEVELS). ALL POSITIONS EXIST IN SACRAMENTO, CALIFORNIA.

POSITION DESCRIPTION

Finance Budget Analysts perform analytical and consultative duties necessary to carry out the budget management functions of the Department of Finance, the Governor's chief fiscal policy advisor. Analysts are responsible for (1) developing the annual Governor's Budget including analysis of departmental budget requests, budget presentation, expenditure and revenue forecasts, and budget defense during legislative hearings, (2) developing written analyses of the fiscal and programmatic impacts of proposed legislation, (3) providing information and instruction to officers and employees of State agencies concerning budget and financial procedures, (4) administering and controlling appropriations and approved expenditure plans, (5) analyzing unmet public needs and developing alternatives and recommendations for meeting those needs, and (6) preparing reports and correspondence.

MONTHLY SALARY RANGES

Junior Staff Analyst	Range A, \$3426; Range B, \$3708
Assistant Finance Budget Analyst	\$4672
Associate Finance Budget Analyst	\$4621 – 5618
Staff Finance Budget Analyst	\$5332 – 6433

Note: These positions are excluded from collective bargaining. Applicants are encouraged to inquire as to possible impact movement to an excluded position might have on current salary and benefit levels.

DESIRABLE QUALIFICATIONS

- ✓ Excellent analytical, writing, and math skills
- ✓ Experience in making oral presentations
- ✓ Good judgment
- ✓ Ability to easily adapt to change and to act effectively under pressure
- ✓ Ability to gain and maintain cooperative working relationships at all levels
- ✓ Patience, poise, flexibility, tact, reliability, dependability
- ✓ Ability to work overtime on short notice

HIRING PROCESS

This is a two-phased process whereby interested individuals are given an opportunity to demonstrate skills, abilities, and potential to perform Finance Budget Analyst duties.

Phase I (Writing/Math):

The first phase of the process assesses writing and math competencies. Successful individuals proceed to the second phase of the hiring process.

Phase II (Interview):

The second phase of the hiring process consists of interviews with multiple budget units where vacancies exist. This interview is pass/fail with successful candidates being placed in a pool for a period of one year. Placement in the pool does not guarantee appointment to a Finance Budget Analyst position.

WHO MAY APPLY	Current state employees who are within transfer range of the identified classes or individuals with list eligibility on the Staff Services Analyst or Associate Governmental Program Analyst lists may submit a standard State application and resume. Training and Development Assignments may also be considered.
WHEN TO APPLY	Applications are accepted on a continuous basis. Only the most qualified individuals will be scheduled to participate in the hiring process. All appointments are subject to applicable personnel rules.
HOW TO APPLY	<p>To be considered, applicants must submit a State of California application (Std. 678) and resume to the Department of Finance, Human Resources Office. Current civil service classification titles, NOT working titles, must be indicated on all applications. Candidates with list eligibility must specify their eligibility on their application. Resumes should describe education and/or experience relevant to the classification for which application is made.</p> <p>You may obtain an official State application form at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 94244-2010, at any local California Employment Development Department field office, or by accessing the application on the State Personnel Board Internet website at http://exams.spb.ca.gov/capprd.htm.</p>
CONTACT	<p>Department of Finance Human Resources Office 915 L Street, 6th Floor Sacramento, CA 95814 (916) 323-4071 TDD*: (916) 324-6547</p> <p>For general information about the Department of Finance, visit our website at www.dof.ca.gov.</p>

Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov

California relay (telephone) service for the deaf or hearing impaired

From TDD* phones: 1-800-735-2929 From voice phones: 1-800-735-2922

*TDD is telecommunications device for the deaf and is accessible only from phones equipped with a TDD Device.

Issue Date: March 2, 2012